

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** SAMSHA (SOC) GRANT- Program Administrative Assistant

**Reports to:** Project Director

**FLSA Status:** Non-exempt

**Summary:**

Will coordinate project service and activities, including support to Program Director for administrative services, training, community engagement and outreach activities, and information dissemination.

**Duties and Responsibilities:**

- Provide support to Program Director and program support for System of Care
- Assist clients, families, and staff with behavioral health services
- Collaborating and support to the program including tribal programs and local organizations
- Ensure participation records are kept and proper tracking for documentation purposes
- Provides support services and coordination for families/clients
- Promote policy changes and promote mental health services
- Responsible for assisting program employees during events as needed

**Qualification Requirements:**

- Ability to communicate with community for information, scheduling purposes
- Strong organizational skills and ability to multi-task in a fast paced environment
- Maintain a healthy lifestyle, must be flex time
- Ability to work independently: self-motivated, resourceful
- Able to navigate procurement process including WorkPlace
- Able to sit and/or stand for long periods of time and able to lift over 30 lbs.
- Must be able to successfully pass background check as required by PL 101-630

**Education and/or Experience:**

- High school diploma
- CPR/First Aid certificate/ First Aid Mental Health certificate
- Must have valid driver's license
- Excellent communication, verbal, and written skills
- Expertise in using MS Office suite of products (i.e., Word, Excel, Outlook, PowerPoint)

Approved \_\_\_\_\_



Date 6/15/23